



FIRE CHIEF

The Norwood Park Fire Protection District, that protects the Villages of Norridge, Harwood Heights and unincorporated Norwood Park Township is seeking a Fire Chief. The District borders the Northwest side of Chicago near O'Hare airport and is predominately composed of residential areas with industrial and commercial development. The District serves approximately 25,000 residents in a 6.5-square mile area operating out of one fire station responding to fire, emergency medical services (EMS) and specialized rescue calls, totaling 3,347 in 2015. The District operates with 23 full-time personnel, including one (1) Fire Chief, one (1) Deputy Chief and one (1) Administrative Assistant to the Chief.

Job Summary

The District is seeking an energetic and experienced fire service leader with strong communication and interpersonal skills. The Fire Chief is the Chief Executive Officer of the Fire Department and the final Departmental authority in all matters of policy, operations, training and discipline. He exercises all powers of his office and issues such orders as are necessary to assure the effective performance of the Department. The Fire Chief is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department for its continuous and efficient operations, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by competent authority, and for the Department's relations with the citizens of Norwood Park Fire Protection District. The ideal candidate must have an inclusive managerial style and experience working in a union environment. Duties include, but not limited to, the administrative responsibility of budgets, Levy's, audit's and records management. The Chief Position is an FLSA salary exempt position

www.norwoodparkfire.org

Minimum Qualifications

The ideal Candidate will have a strong fire ground command experience, which exhibits supervisory and command understanding, comprehensive knowledge of modern methods and skills of fire department operations and administration. Excellent oral and written communications skills, including leadership skills and the ability to establish and maintain effective working relationships with other employees and the general public. Further requirements include a comprehensive understanding of Fire District finances, including levies and budget administration. Considerable skills in the application of administrative and management methods and comprehensive knowledge of labor/management relations and the collective bargaining process is a must. Strong computer and IT skills commensurate with a fire chief's responsibilities must be demonstrable.



Education Requirements

- Candidates shall meet the following prerequisites at the time of application, or shall meet them within a time period established by the Board of Trustees
- Bachelor's Degree strongly preferred with a business and technology acumen
- Office of the Illinois State Fire Marshal Certified Chief Fire Officer Designation and Hazardous Materials Incident Command within one-year of hire.
- Valid Illinois driver's license.
- Residency will be decided at time of hire.
- Five-years' experience in Fire District policies, rules, regulations. Finance and laws preferred.

Compensation and Benefits

Salary range: \$127,000 - \$136,000 *negotiable* depending on qualifications and experience. The District also provides an excellent benefit package and retirement program.

To Apply

The application closing date is November 15, 2016. Successful candidates will participate in an Assessment Center process on a date to be announced later. Interested and qualified candidates should apply at once with resume and salary history, together with a letter summarizing your qualifications, education, professional accomplishments, a description of the size of the departments and populations where you have gained experience.



Submit Resumes and Support Documentation to:



Executive Search Consultant
Illinois Fire Chiefs Association
P.O. Box 7 Skokie, IL 60076-0007

*The Norwood Park Fire Protection District
is an Equal Opportunity Employer*

Questions can be directed to: Chief T.E. Sashko, Executive Director

[*tsashko@illinoisfirechiefs.org*](mailto:tsashko@illinoisfirechiefs.org)